



ZVACANT

Report that enables agencies to review current vacant positions, class code title and grade of the position as well as the last date it was used.



Demonstration

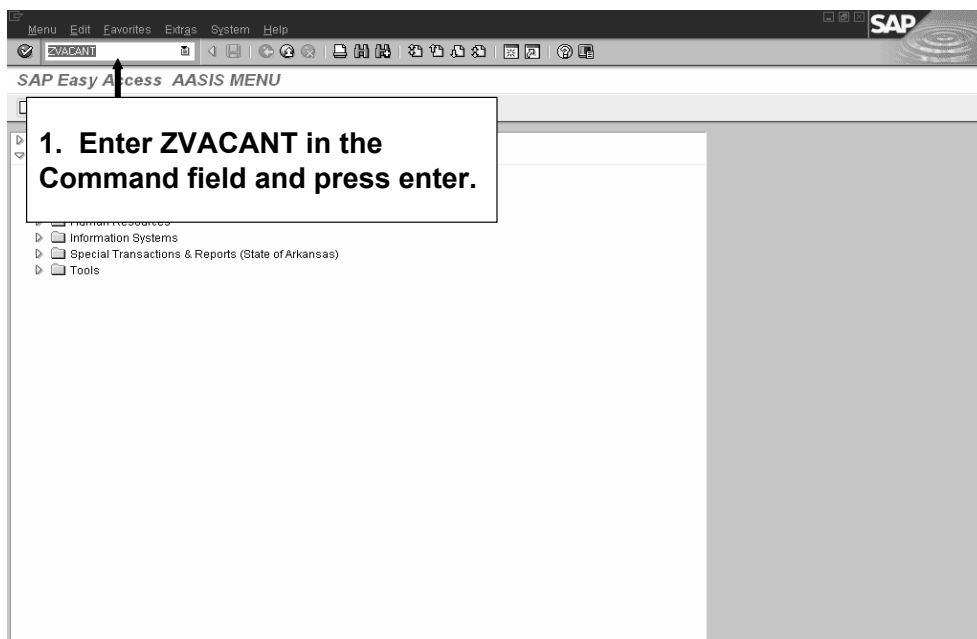
- Run report for valid business area and current date.

Transaction Code: ZVACANT





Transaction ZVACANT



Transaction ZVACANT

3. Click Execute.

ZPAOSR0002 Vacant Position Outbound File / Online Report

Vacant Position Out File

Vacant Position Report ☒

Selections:

Business Area	<input checked="" type="checkbox"/>	
Class Code (Must be in CAPS)	<input type="text"/>	
Grade	<input type="text"/>	to <input type="text"/>
Auth Salary	<input type="text"/>	to <input type="text"/>
Employee group	<input type="text"/>	to <input type="text"/>
Employee subgroup	<input type="text"/>	to <input type="text"/>
Report date	04/25/2006	

1. Enter a valid business area.

2. Enter the date the report is to be run for.



Transaction ZVACANT

After the report has run, you can print the report by clicking on the print icon.

ZPAOSR0002 Vacant Position Outbound F

BUS AREA	BUS AREA-NAME	POSITION	CLASS	GRADE	AUTH-SALARY	CLASS-TITLE	LAST-OCCUPIED
0590	DEPT OF WORKFORCE EDUCATION	22077005	K153	13	35,133	SECRETARY II	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22077007	V053	16	42,457	SURPLUS PROPERTY AGENT	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22077008	V018	17	45,192	SURPLUS PROP INVENTORY CONTROL MGR	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078421	9999	50		EXTRA HELP	07/16/04
0590	DEPT OF WORKFORCE EDUCATION	22078422	9999	50		EXTRA HELP	08/20/04
0590	DEPT OF WORKFORCE EDUCATION	22078423	9999	50		EXTRA HELP	01/02/05
0590	DEPT OF WORKFORCE EDUCATION	22078424	9999	50		EXTRA HELP	08/09/05
0590	DEPT OF WORKFORCE EDUCATION	22078425	9999	50		EXTRA HELP	11/07/05
0590	DEPT OF WORKFORCE EDUCATION	22078426	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078427	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078428	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078429	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078430	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078431	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078432	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078433	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078434	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078435	9999	50		EXTRA HELP	04/25/03
0590	DEPT OF WORKFORCE EDUCATION	22078436	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078437	9999	50		EXTRA HELP	07/19/02
0590	DEPT OF WORKFORCE EDUCATION	22078438	9999	50		EXTRA HELP	08/02/02
0590	DEPT OF WORKFORCE EDUCATION	22078439	9999	50		EXTRA HELP	09/10/04
0590	DEPT OF WORKFORCE EDUCATION	22078440	9999	50		EXTRA HELP	06/21/03
0590	DEPT OF WORKFORCE EDUCATION	22078441	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078442	9999	50		EXTRA HELP	06/17/05
0590	DEPT OF WORKFORCE EDUCATION	22078443	9999	50		EXTRA HELP	09/28/02
0590	DEPT OF WORKFORCE EDUCATION	22078444	9999	50		EXTRA HELP	08/15/02
0590	DEPT OF WORKFORCE EDUCATION	22078445	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078446	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078447	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078448	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078449	9999	50		EXTRA HELP	09/10/05
0590	DEPT OF WORKFORCE EDUCATION	22078450	9999	50		EXTRA HELP	11/07/05
0590	DEPT OF WORKFORCE EDUCATION	22078259	9999	50		EXTRA HELP	09/27/02



Transaction ZVACANT

SAP

List Edit Goto System Help

ZPAQSR0002 Vacant Position Outbound File / Online Report

1. To send the report to Excel, click on List > Save/Send > File.

					LAST-OCCUPIED
0590	DEPT OF WORKFORCE EDUCATION	22078421	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078422	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078423	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078424	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078425	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078426	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078427	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078428	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078429	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078430	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078431	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078432	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078433	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078434	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078435	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078436	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078437	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078438	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078439	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078440	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078441	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078442	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078443	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078444	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078445	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078446	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078447	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078448	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078449	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22078450	9999	50	EXTRA HELP
0590	DEPT OF WORKFORCE EDUCATION	22079259	9999	50	EXTRA HELP

CONTROL MGR

NOT USED
NOT USED
NOT USED
07/16/04
08/20/04
01/02/05
08/09/05
11/07/05
NOT USED
NOT USED
NOT USED
NOT USED
NOT USED
04/25/03
NOT USED
NOT USED
07/19/02
08/02/02
09/10/04
06/21/03
NOT USED
06/17/05
09/28/02
08/15/02
NOT USED
NOT USED
NOT USED
NOT USED
09/10/05
11/07/05
09/27/02



Transaction ZVACANT

List Edit Goto System Help

ZPAOSR0002 Vacant Position Outbound File / Online Report

BUS AREA	BUS AREA-NAME	POSITION	CLASS	GRADE	AUTH-SALARY	CLASS-TITLE	LAST-OCCUPIED
0590	DEPT OF WORKFORCE EDUCATION	22077005	K153	13	35,133	SECRETARY II	NOT USED
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0590	DEPT OF WORKFORCE EDUCATION	22078422	9999	50		EXTRA HELP	08/20/04
0590	DEPT OF WORKFORCE EDUCATION	22078423	9999	50		EXTRA HELP	01/02/05
0590	DEPT OF WORKFORCE EDUCATION	22078424	9999	50		EXTRA HELP	08/09/05
0590	DEPT OF WORKFORCE EDUCATION	22078425	9999	50		EXTRA HELP	11/07/05
0590	DEPT OF WORKFORCE EDUCATION	22078426	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078427	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078428	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078429	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078430	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078431	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078432	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078433	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078434	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078435	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078436	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078437	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078438	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078440	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078441	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078442	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078443	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078444	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078445	99				NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078446	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078447	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078448	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078449	9999	50		EXTRA HELP	09/10/05
0590	DEPT OF WORKFORCE EDUCATION	22078450	9999	50		EXTRA HELP	11/07/05
0590	DEPT OF WORKFORCE EDUCATION	22079259	9999	50		EXTRA HELP	09/27/02

Save list in file...
In which format should the list be saved ?
☐ Unconverted
☒ Spreadsheet
☐ Rich text format
☐ HTML Format
☐ Copy to Clipboard

2. Select Spreadsheet.



Transaction ZVACANT

LP List Edit Goto System Help

ZPAOSR0002 Vacant Position Outbound File / Online Report

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0590	DEPT OF WORKFORCE EDUCATION	22077008	V018	17	45,192	SURPLUS PROP INVENTORY CONTROL MGR	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078421	9999	50		EXTRA HELP	07/16/04
0590	DEPT OF WORKFORCE EDUCATION	22078422	9999	50		EXTRA HELP	08/20/04
0590	DEPT OF WORKFORCE EDUCATION	22078423	9999	50		EXTRA HELP	01/02/05
0590	DEPT OF WORKFORCE EDUCATION	22078424	9999	50		EXTRA HELP	08/09/05
0590	DEPT OF WORKFORCE EDUCATION	22078425	9999	50		EXTRA HELP	11/07/05
0590	DEPT OF WORKFORCE EDUCATION	22078426	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078427	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078428	9999	50		EXTRA HELP	NOT USED

3. Enter the directory name and the file name to transfer the report into Excel. Be sure to use the extension 'xls' in the file name and hit enter

Directory C:\Documents and Settings\username\SapWorkDir
File Name zvacanttest42506.xls

New Name Replace Append X

0590	DEPT OF WORKFORCE EDUCATION	22078430	9999	50		EXTRA HELP	08/02/02
0590	DEPT OF WORKFORCE EDUCATION	22078437	9999	50		EXTRA HELP	09/10/04
0590	DEPT OF WORKFORCE EDUCATION	22078438	9999	50		EXTRA HELP	06/21/03
0590	DEPT OF WORKFORCE EDUCATION	22078439	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078440	9999	50		EXTRA HELP	06/17/05
0590	DEPT OF WORKFORCE EDUCATION	22078441	9999	50		EXTRA HELP	09/28/02
0590	DEPT OF WORKFORCE EDUCATION	22078442	9999	50		EXTRA HELP	08/15/02
0590	DEPT OF WORKFORCE EDUCATION	22078443	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078444	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078445	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078446	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078447	9999	50		EXTRA HELP	NOT USED
0590	DEPT OF WORKFORCE EDUCATION	22078448	9999	50		EXTRA HELP	09/10/05
0590	DEPT OF WORKFORCE EDUCATION	22078449	9999	50		EXTRA HELP	11/07/05
0590	DEPT OF WORKFORCE EDUCATION	22078450	9999	50		EXTRA HELP	09/27/02

Transaction ZVACANT

ZPAOSR0002 Vacant Position Outbound File / Online Report									
BUS AREA	BUS AREA-NAME	POSITION	CLASS	GRADE	AUTH	SALARY	CLASS-TITLE	LAST-OCCUPIED	
0590	DEPT OF WORKFORCE EDUCATION	22077905	K153	13		35,133	SECRETARY II	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22077907	V053	16		42,457	SURPLUS PROPERTY AGENT	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22077908	V018	17		45,192	SURPLUS PROP INVENTORY CONTROL MGR	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078421	9999	50			EXTRA HELP	07/16/04	
0590	DEPT OF WORKFORCE EDUCATION	22078422	9999	50			EXTRA HELP	08/20/04	
0590	DEPT OF WORKFORCE EDUCATION	22078423	9999	50			EXTRA HELP	01/02/05	
0590	DEPT OF WORKFORCE EDUCATION	22078424	9999	50			EXTRA HELP	08/09/05	
0590	DEPT OF WORKFORCE EDUCATION	22078425	9999	50			EXTRA HELP	11/07/05	
0590	DEPT OF WORKFORCE EDUCATION	22078426	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078427	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078428	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078429	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078430	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078431	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078432	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078433	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078434	9999	50			EXTRA HELP	04/25/03	
0590	DEPT OF WORKFORCE EDUCATION	22078435	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078436	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078437	9999	50			EXTRA HELP	07/19/02	
0590	DEPT OF WORKFORCE EDUCATION	22078438	9999	50			EXTRA HELP	08/02/02	
0590	DEPT OF WORKFORCE EDUCATION	22078439	9999	50			EXTRA HELP	09/16/04	
0590	DEPT OF WORKFORCE EDUCATION	22078440	9999	50			EXTRA HELP	06/21/03	
0590	DEPT OF WORKFORCE EDUCATION	22078441	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078442	9999	50			EXTRA HELP	06/17/05	
0590	DEPT OF WORKFORCE EDUCATION	22078443	9999	50			EXTRA HELP	09/28/02	
0590	DEPT OF WORKFORCE EDUCATION	22078444	9999	50			EXTRA HELP	08/15/02	
0590	DEPT OF WORKFORCE EDUCATION	22078445	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION	22078446	9999	50			EXTRA HELP	NOT USED	
0590	DEPT OF WORKFORCE EDUCATION							NOT USED	
0590	DEPT OF WORKFORCE EDUCATION							NOT USED	
0590	DEPT OF WORKFORCE EDUCATION							09/10/05	
0590	DEPT OF WORKFORCE EDUCATION							11/07/05	
0590	DEPT OF WORKFORCE EDUCATION							09/27/02	

AASIS Support Center,
04/06, V1



Transaction ZVACANT

Microsoft Excel - zvacanttest42506

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 10

DEPT OF WORKFORCE EDUCATION

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
BUS AREA	BUS AREA	POSITION	CLASS	GRADE	AUTH-SAL	CLASS-TIT	LAST-OCCUPIED							
	590	DEPT OF	22077005	K153	13	35,133	SECRETA	NOT USED						
	590	DEPT OF	22077007	V053	16	42,457	SURPLUS	NOT USED						
	590	DEPT OF	22077008	V018	17	45,192	SURPLUS	NOT USED						
	590	DEPT OF	22078421	9999	50		EXTRA HE	7/16/2004						
	590	DEPT OF	22078422	9999	50		EXTRA HE	8/20/2004						
	590	DEPT OF	22078423	9999	50		EXTRA HE	1/2/2005						
	590	DEPT OF	22078424	9999	50		EXTRA HE	8/9/2005						
	590	DEPT OF	22078425	9999	50		EXTRA HE	11/7/2005						
	590	DEPT OF	22078426	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078427	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078428	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078429	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078430	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078431	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078432	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078433	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078434	9999	50		EXTRA HE	4/25/2003						
	590	DEPT OF	22078435	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078436	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078437	9999	50		EXTRA HE	7/19/2002						
	590	DEPT OF	22078438	9999	50		EXTRA HE	8/2/2002						
	590	DEPT OF	22078439	9999	50		EXTRA HE	9/10/2004						
	590	DEPT OF	22078440	9999	50		EXTRA HE	6/21/2003						
	590	DEPT OF	22078441	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078442	9999	50		EXTRA HE	6/17/2005						
	590	DEPT OF	22078443	9999	50		EXTRA HE	9/28/2002						
	590	DEPT OF	22078444	9999	50		EXTRA HE	8/15/2002						
	590	DEPT OF	22078445	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078446	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078447	9999	50		EXTRA HE	NOT USED						
	590	DEPT OF	22078448	9999	50		EXTRA HE	NOT USED						

zvacanttest42506

When the report is accessed from the SAPWORKDIR file it will look like this.